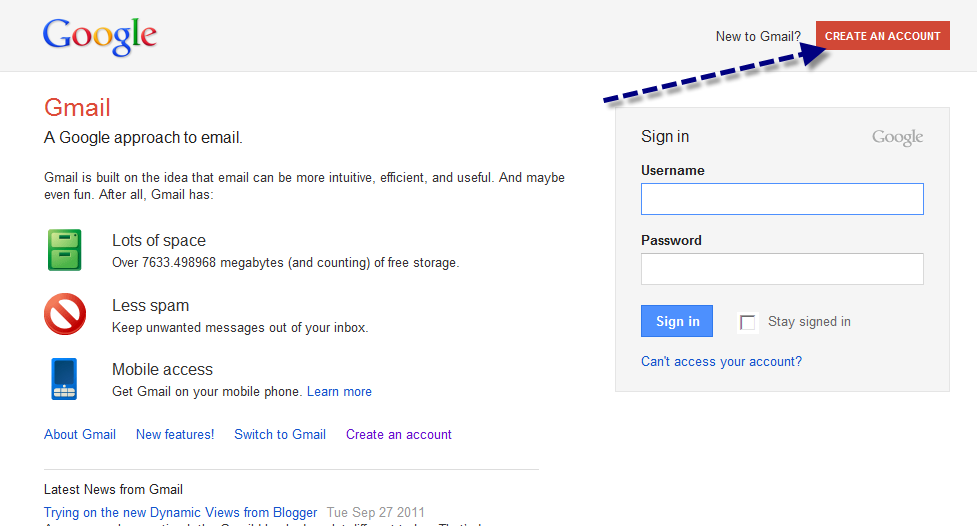
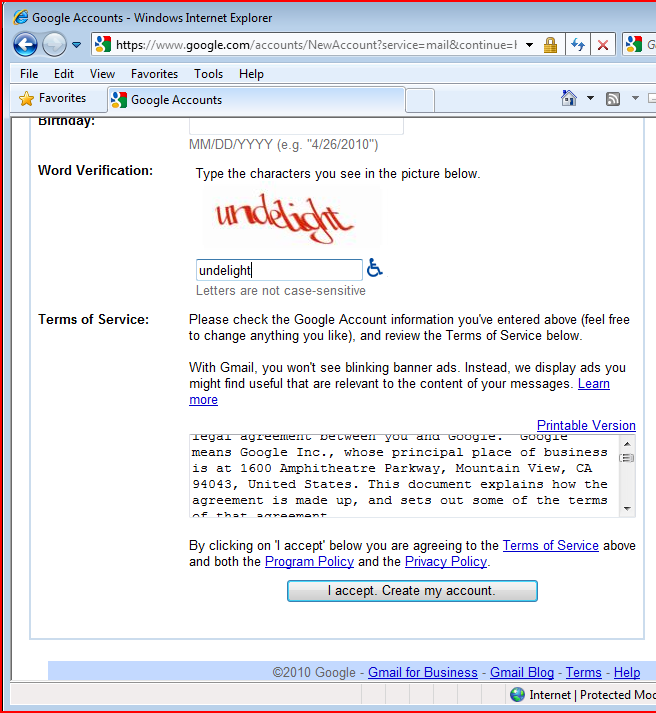
# Steps to create a Gmail account

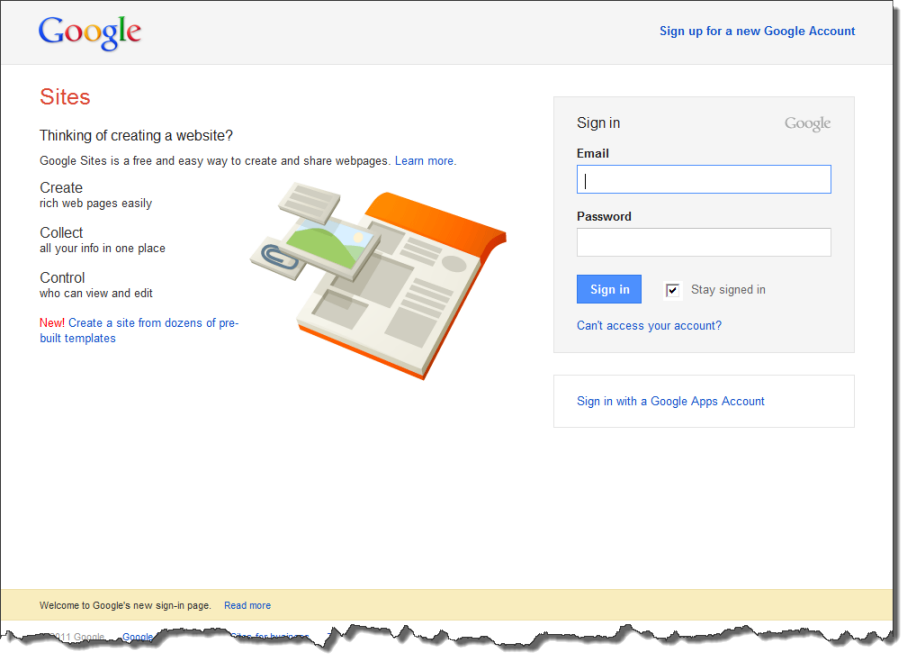
1. Open your browser and type in <http://www.gmail.com>.
2. Create a Google account by clicking on the ***Create an account*** link.
3. Make sure that you use this format to create your account: your username should start with touro followed by the first letter of your first name and your full last name- all lowercase and no spaces (e.g. If your name is John Doe your username would be tourojdoe) If the name is taken you can put a number at the end of the username.
4. Fill out all of the information, read *Google Terms of Service* and click on ***I accept Create my account.***



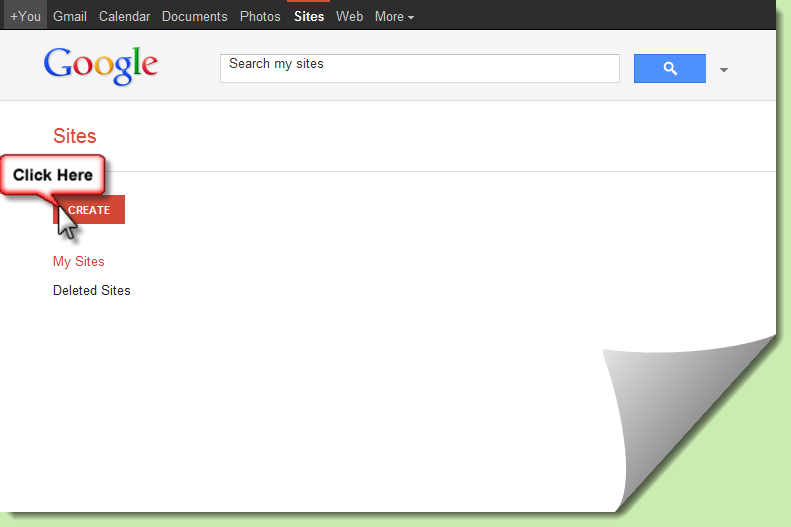
1. Follow the links to go to your email.

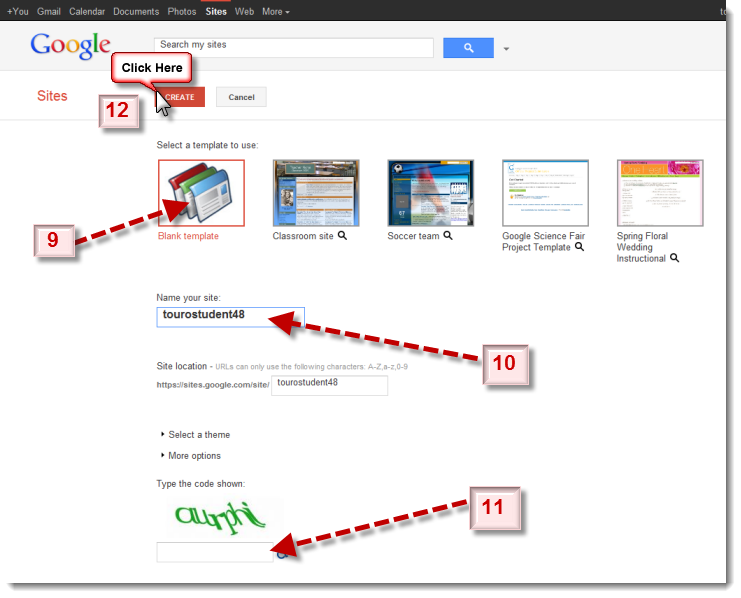
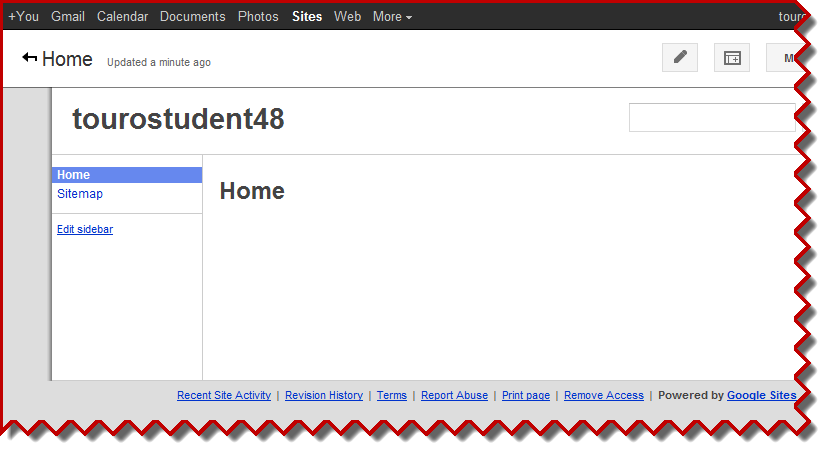
# Creating a Google Sites account

1. Open your browser and type in <https://sites.google.com>.
2. Log in with your Gmail username and password (the same one you just created above).



1. Click on the *Create site* button.

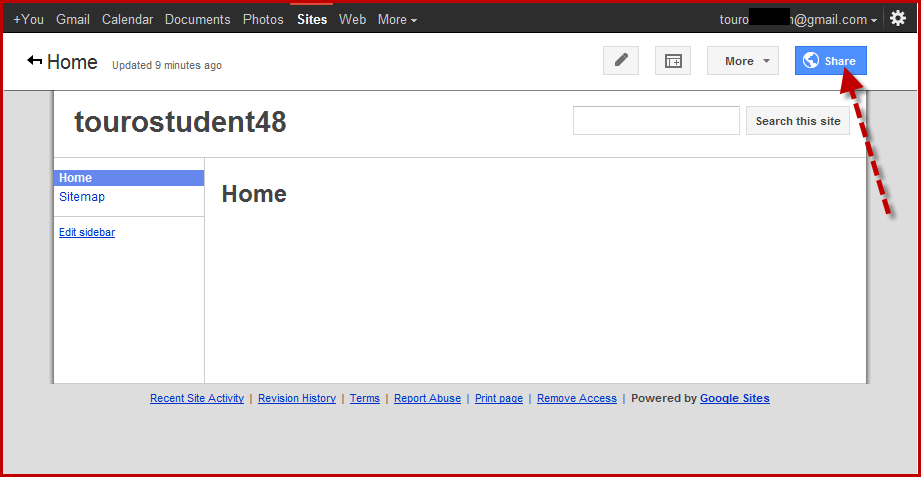


1. Confirm that the blank template is selected.
2. In the “Name your Site” textbox, type the same username that you created above for your Sites account (start with touro followed by the first letter of your first name and your full last name - all lowercase and no spaces).
3. Type in the code that is shown.
4. Click on the “Create” button.
5. Once you click on *Create site* you should see the window below:

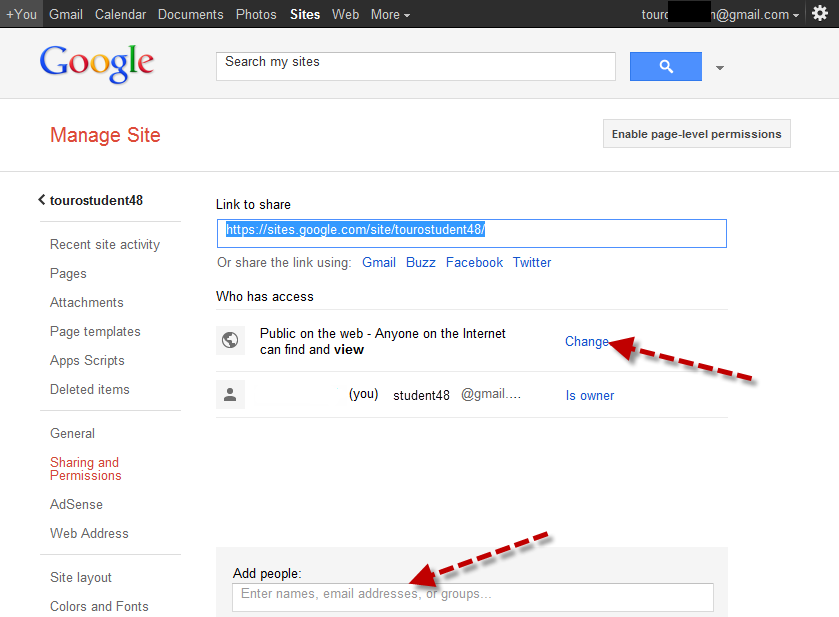
# Sharing your website with your instructor and students:

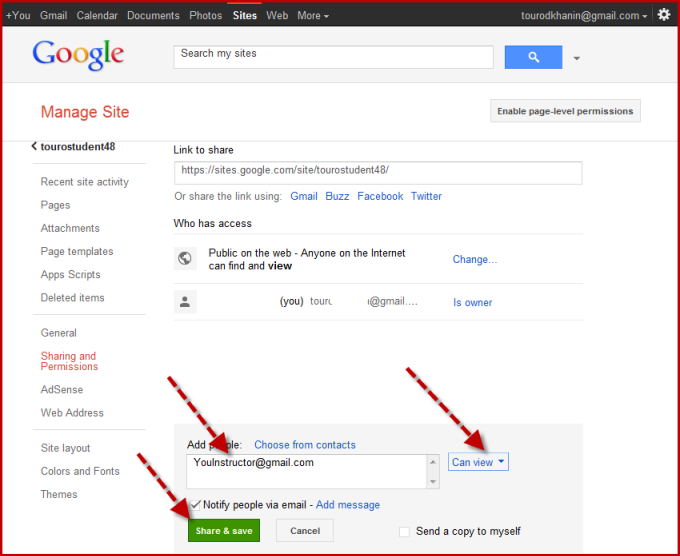
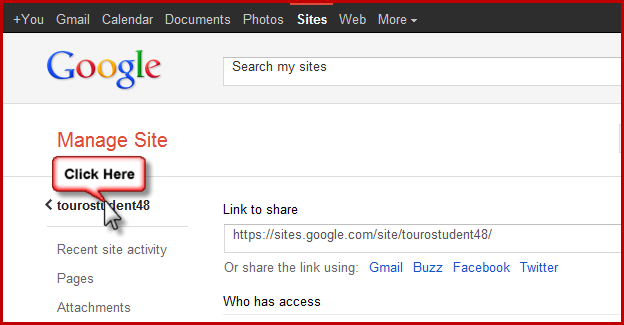
In order to protect your information and because of college regulations, we require you to make your site private. You will share your site only with your instructor and students whom you choose. Your instructor will give you his/her Gmail account and will provide you with students Gmail accounts (either in class or in a Discussion Board). Please note that you can always make your site public in the future if you choose to do so.

1. Click on the *Share* button.



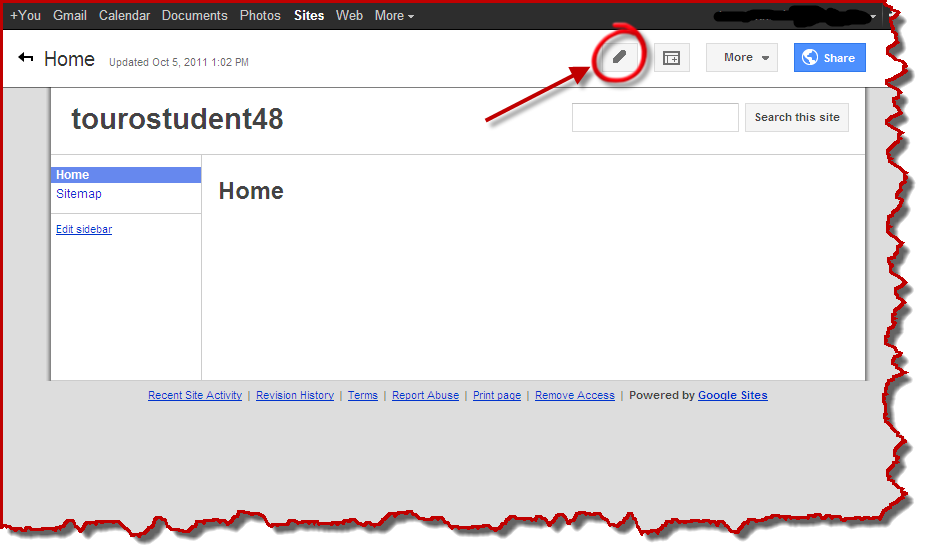
1. Click *Change* link to change Sharing settings. Confirm that you have the site set as private. Click inside the *Add people* textbox and type in your professor Gmail account and any other student whom you wish to share your site with. (Make sure to separate the email addresses with commas).

****

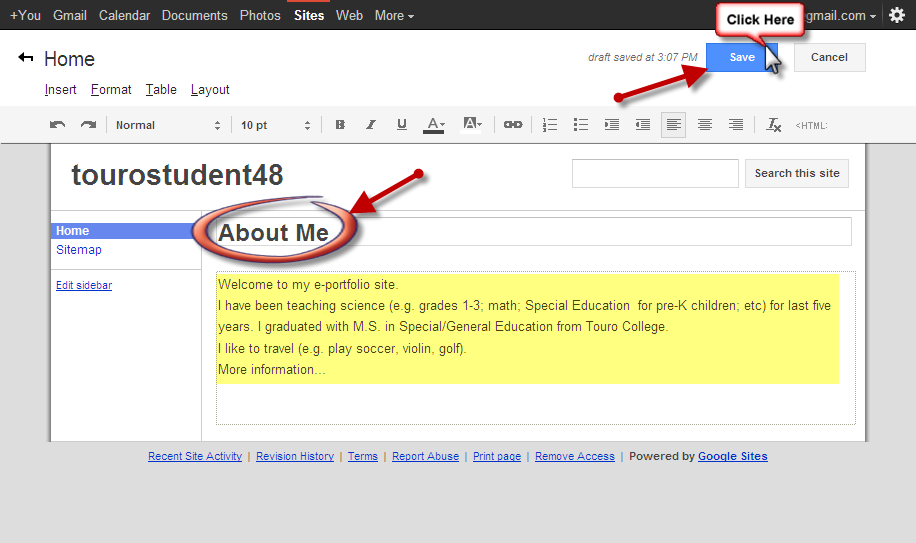
1. Once you finish typing in the email addresses click on the *can edit* button and select *Can view* from the drop down menu list. Confirm that there is a check in the box next to *Send email notifications (recommended)* and click on the *Share button.*
2. You will see the list of people who can view your site in the *Sharing settings* window. Make sure that the list is correct and click on the ***<*** *Back* button.

# Editing and Creating Web Pages

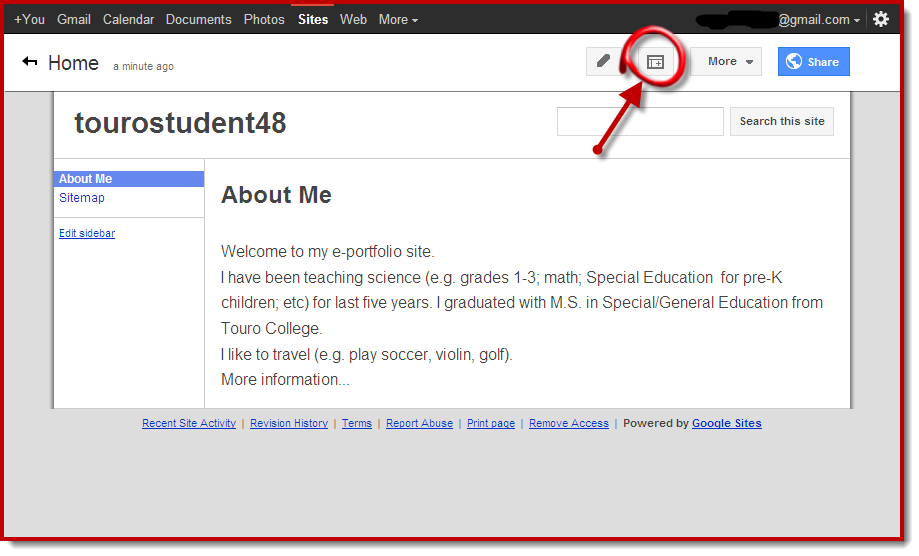
1. Click on the *Edit page* button.



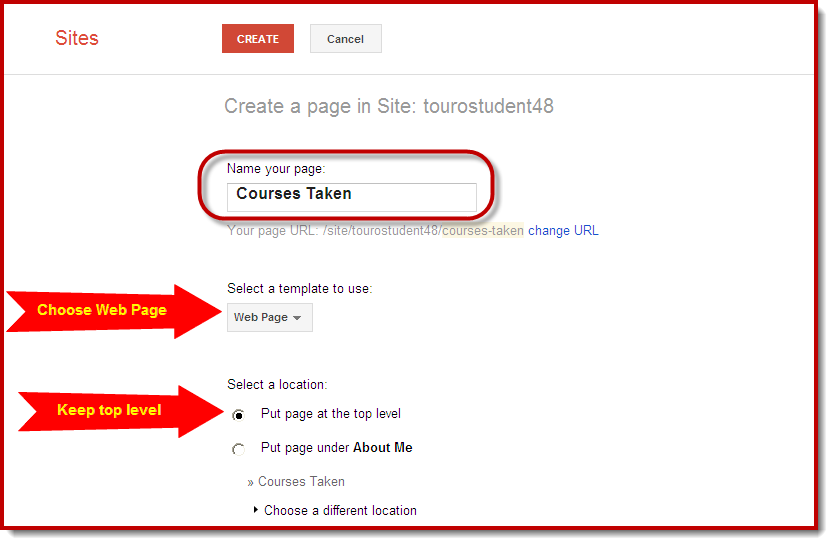
1. Type in “About me” in the *Home* text box. In the textbox below include any personal information you’d like, such as educational background, teaching experience, interests, hobbies, etc.Click on the *Save* button when finished.



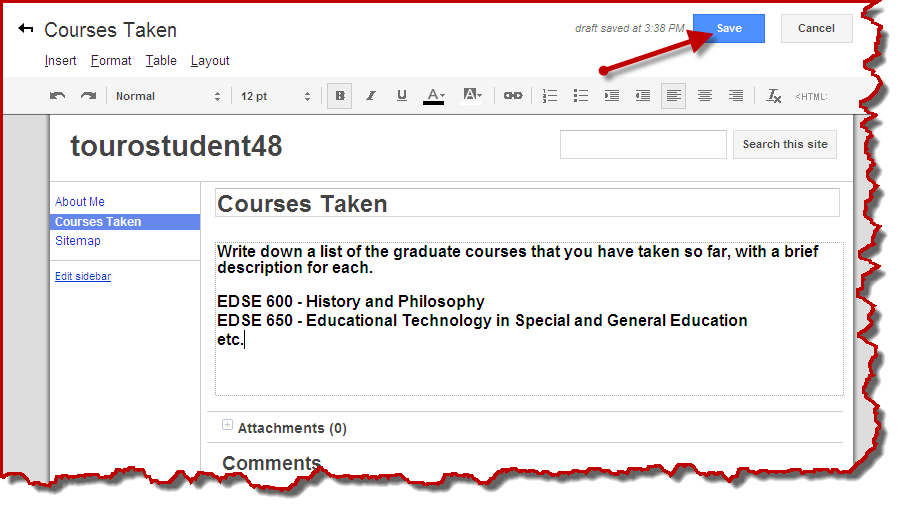
1. Click on the *New Page* button.



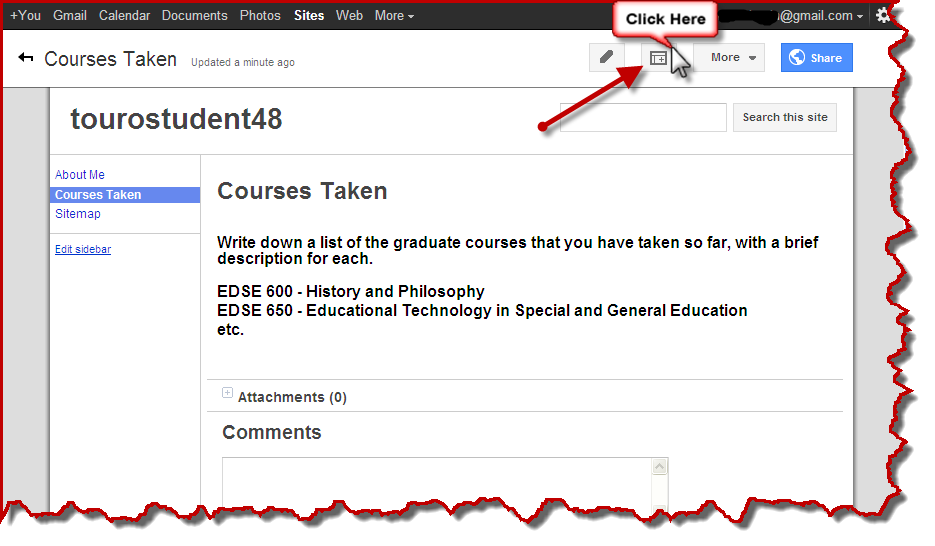
1. Type in “Courses Taken” in the *Name* textbox and click on the *Create page* button.



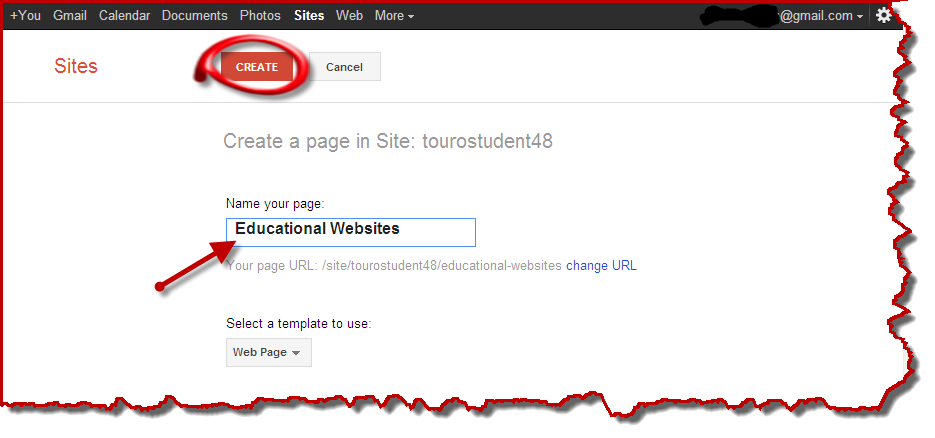
1. Write down a list of the graduate courses that you have taken so far, with a brief description for each. Click on the *Save* button when you are finished.



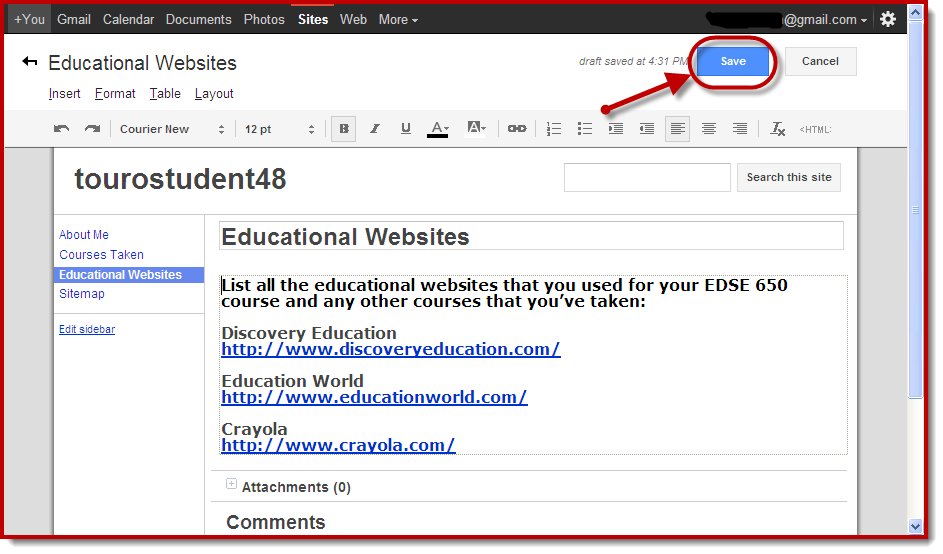
1. Create another page by clicking on the *Create page* button.



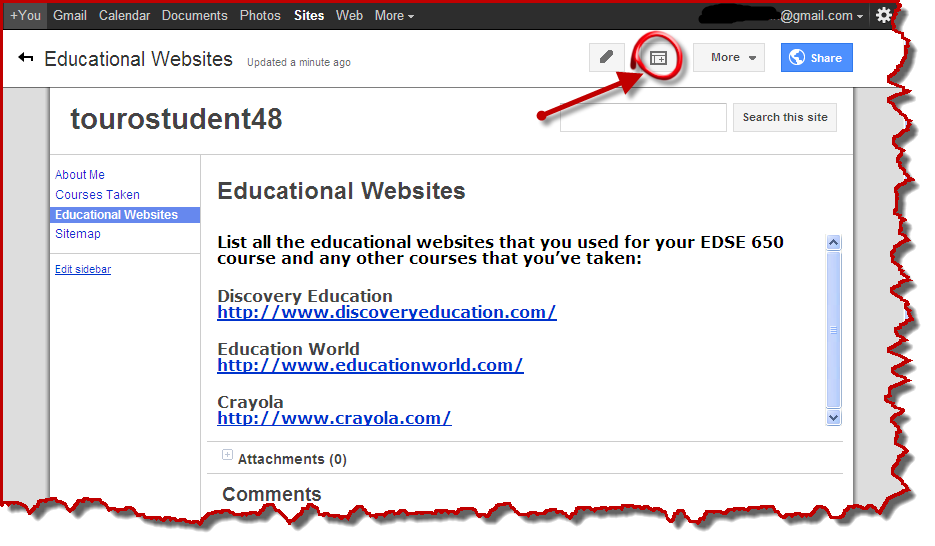
1. Type in “Educational Websites” in the *Name* text box and click on the *Create Page* button.



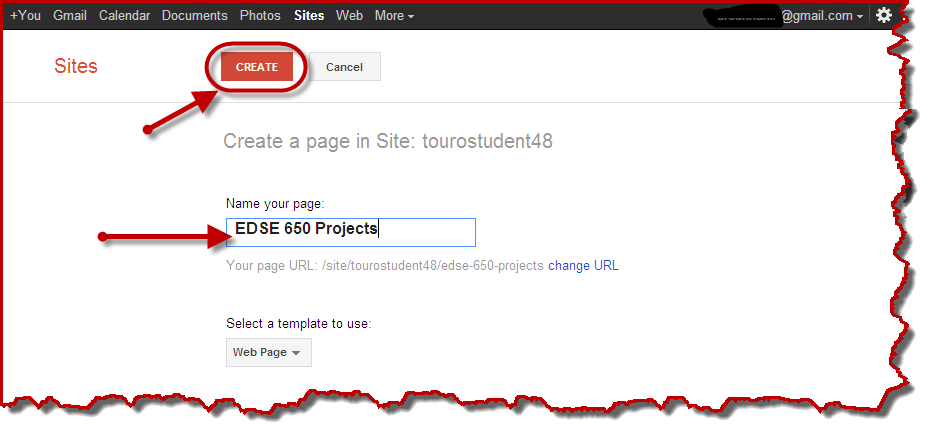
1. List all the educational websites that you used for your EDSE 650 course and any other courses that you’ve taken (there should be more links than the example below). You can create links by simply typing in the full address of the desired site. Click on the *Save* button when you are finished.



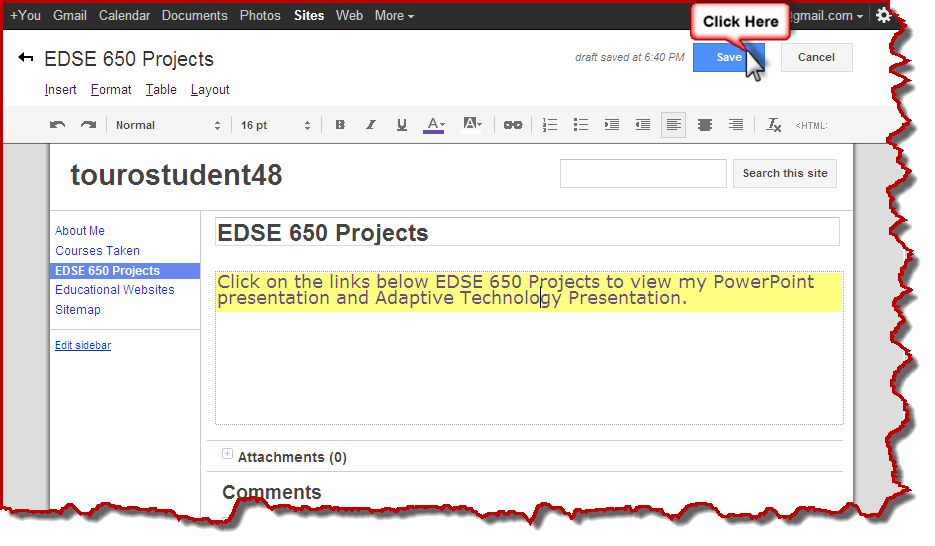
1. Create another page by clicking on the *New Page* button



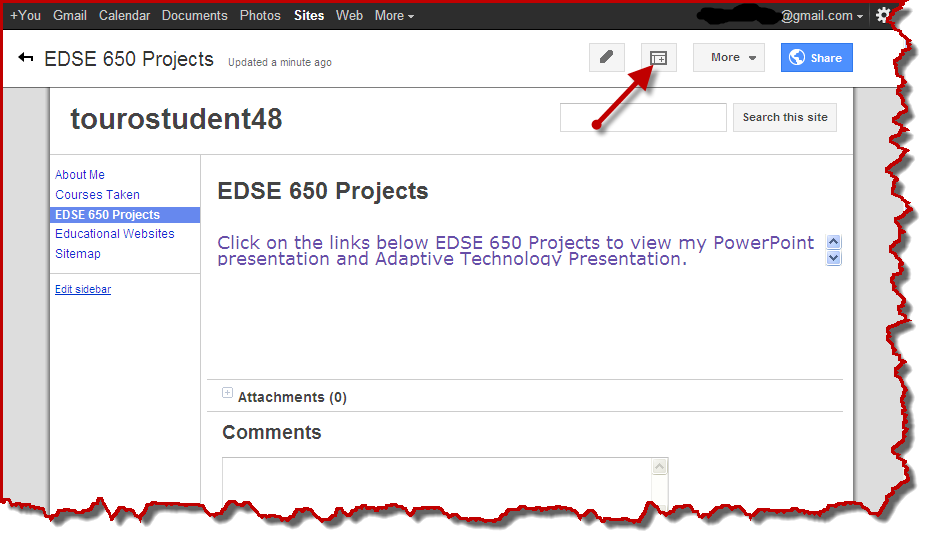
1. Type in “EDSE 650 Projects” in the *Name* text box. Click on the *Create* button.



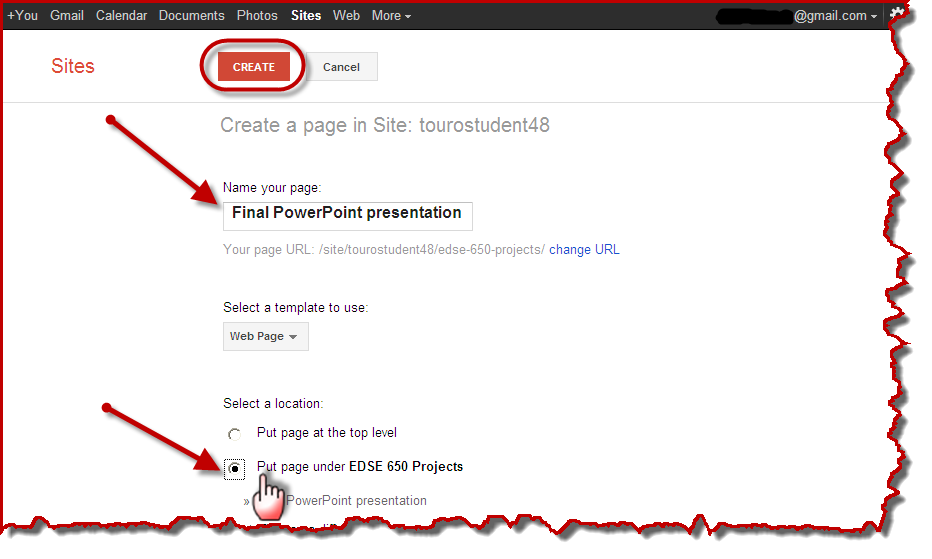
1. Type in “Click on the links below EDSE 650 Projects to view my PowerPoint presentation and Adaptive Technology Presentation”. (You will create two web pages under EDSE 650 Projects in the next steps.) Click on the *Save* button.



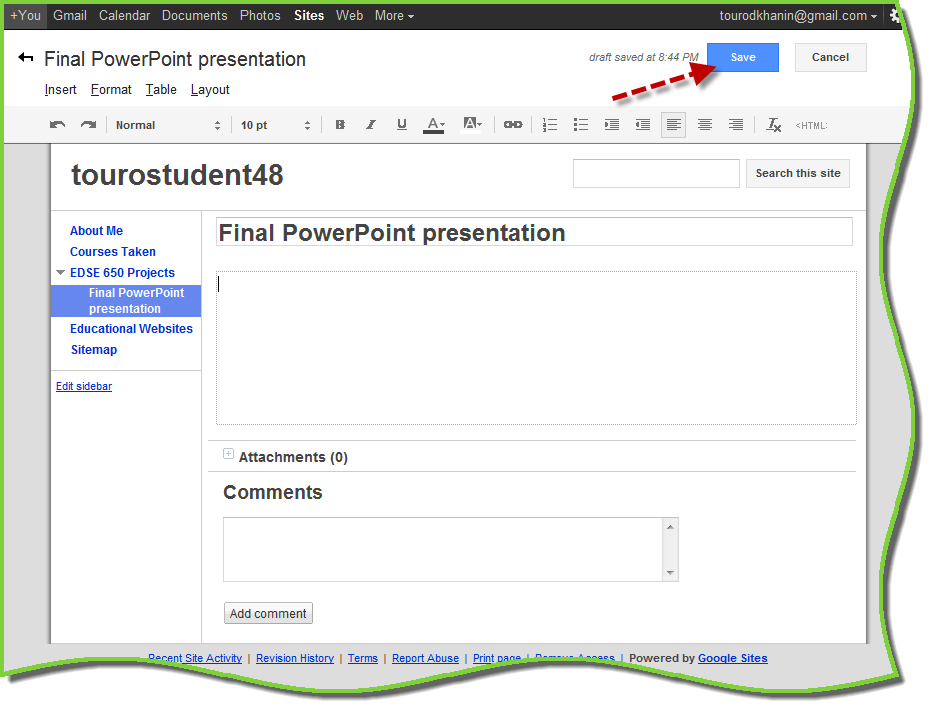
1. Click on the *New Page* button.



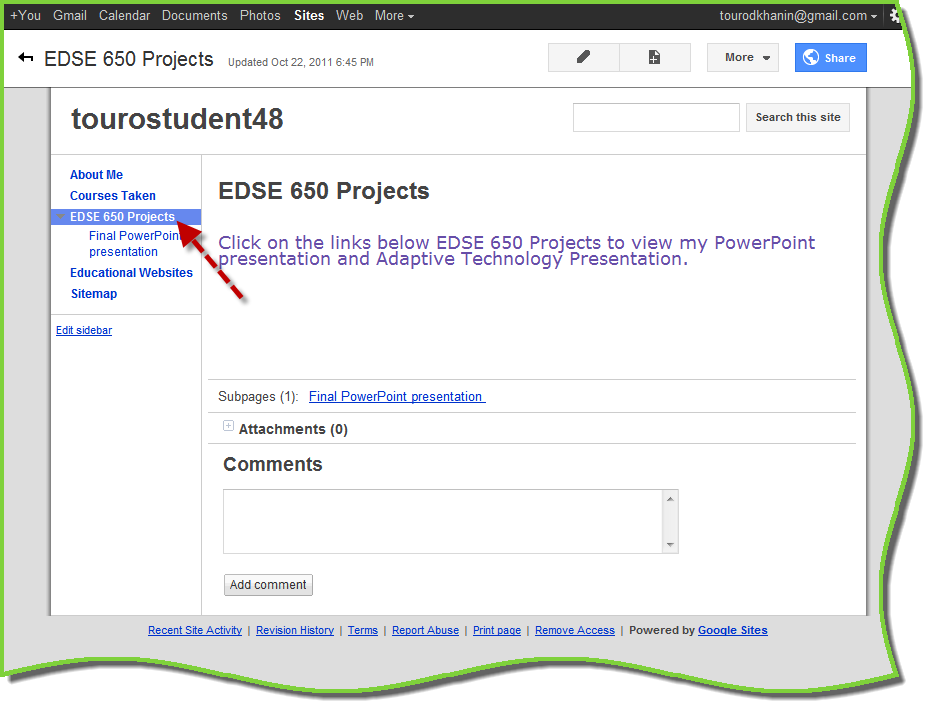
1. Type in “Final *PowerPoint presentation*” in the name box and click on the *put page under* ***EDSE 650 Projects*** button. Click on *Create* button.



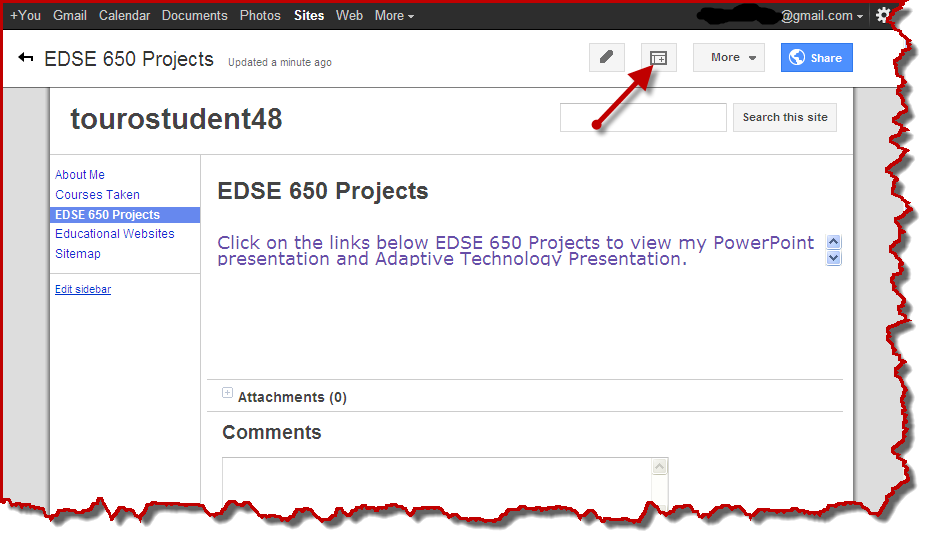
1. Click *Save* button.



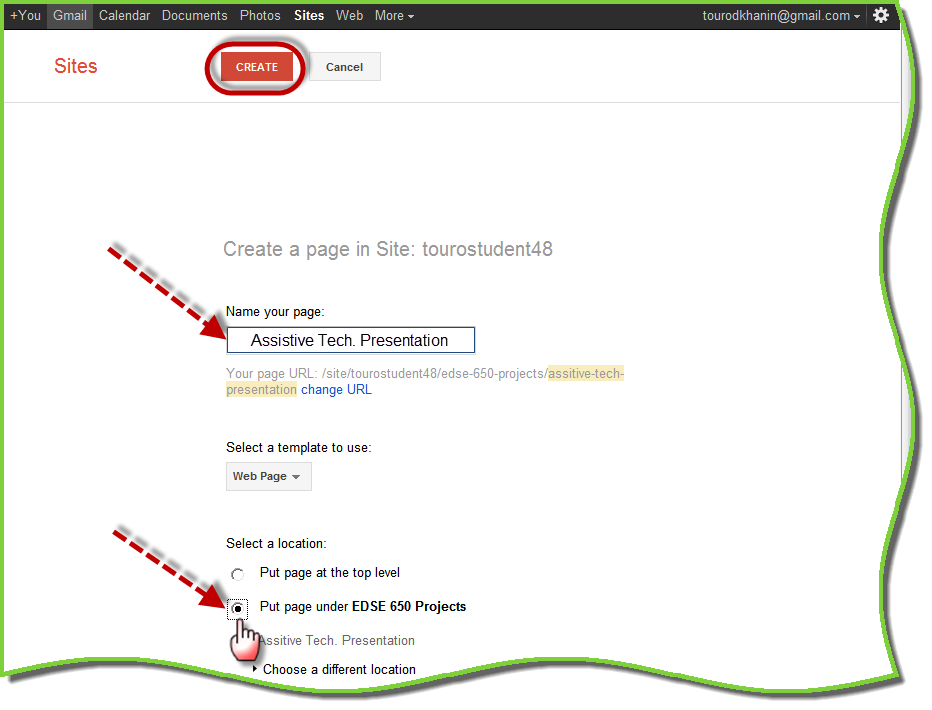
1. Click on *EDSE 650 Projects* again.



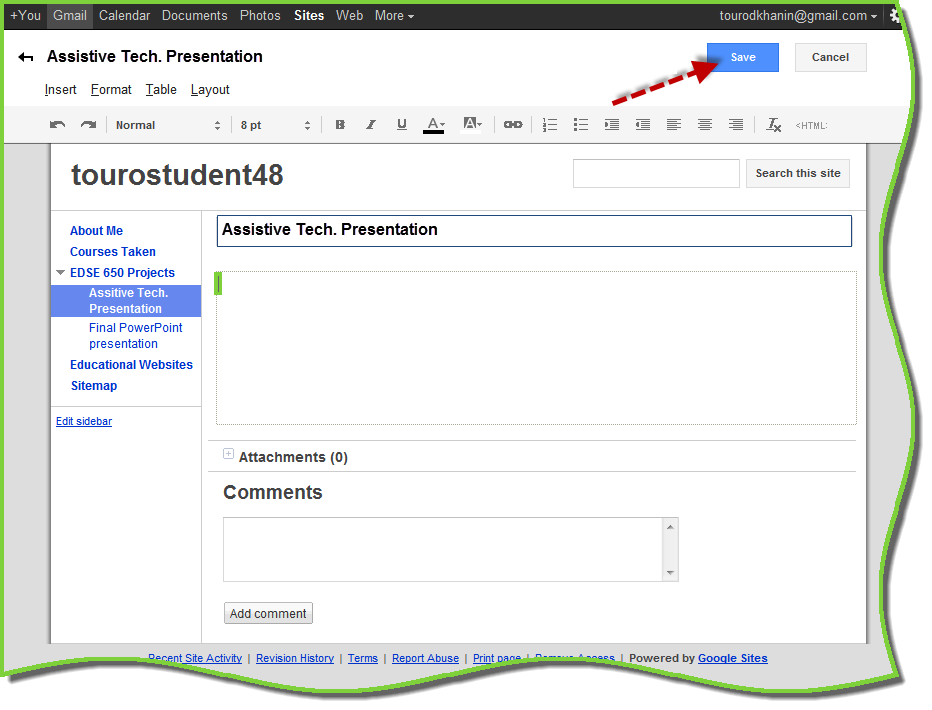
1. Click on the *New Page* button.



1. Type in “*Assistive Tech.* *presentation*” in the name box and click on the *put page under* ***EDSE 650 Projects*** button. Click on *Create* button.



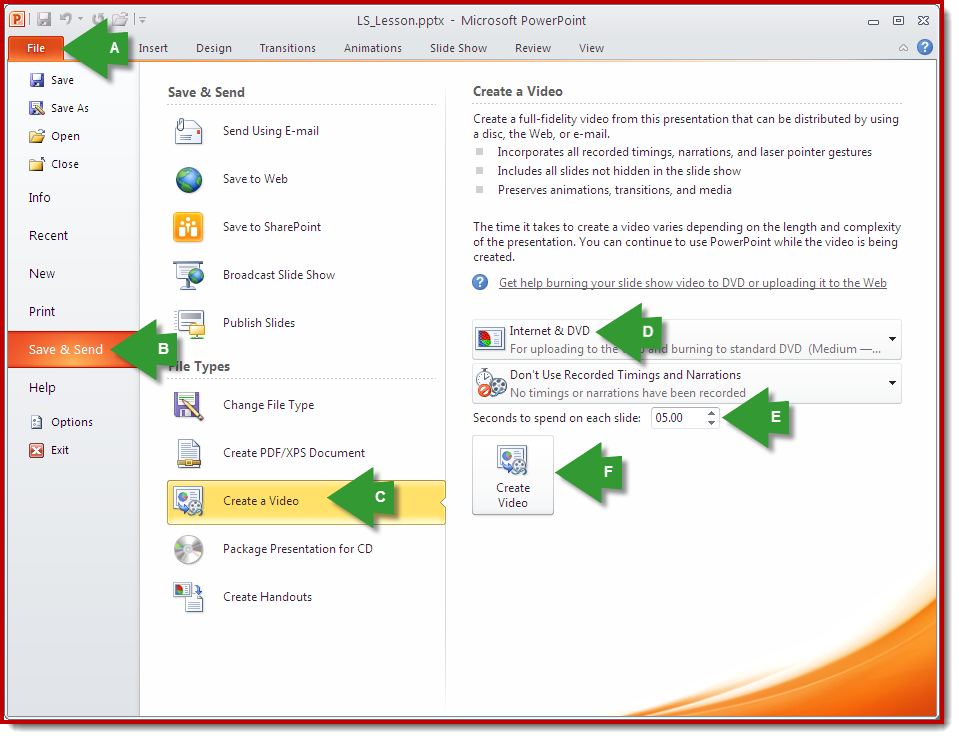
1. Click *Save* button.



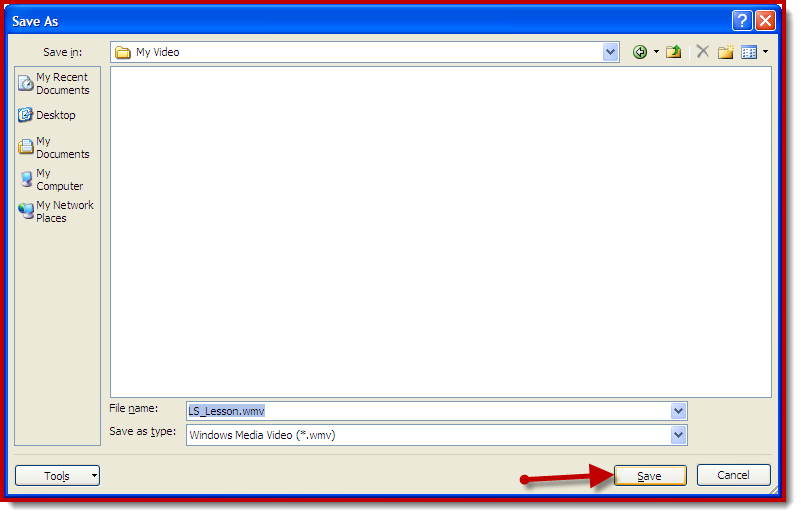
***Before you can insert your PowerPoint presentation into your Google Site, you must first save it as video (to preserve all sounds/videos and custom animations) and then upload your PowerPoint video file into Google Docs. Once you have your presentation in Google Docs you can easily insert it onto your site.***

# Saving PowerPoint presentation as video file

# Open your presentation and then click File (A pointer on the image below), Save and Send (B) 🡪 Create a Video (C) 🡪Choose ‘Internet & DVD’ option to select proper size for your video (D) 🡪 Set the time for your slides to be displayed (four or five seconds is anticipated time) and finally click on Create Video button (F).

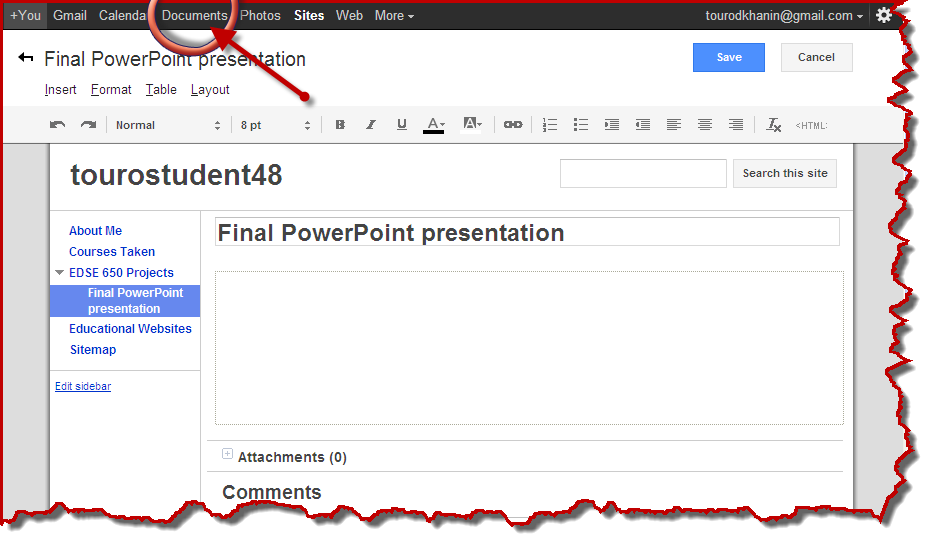


1. Save your video on your local computer or flash drive so you easily will be able to locate it.

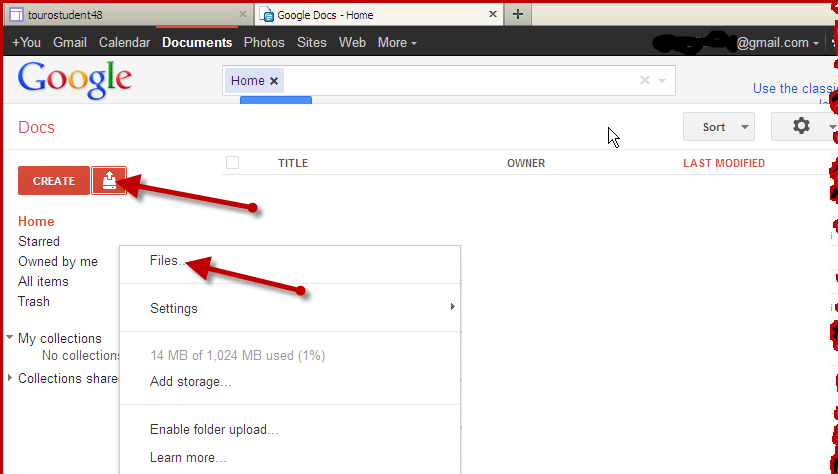


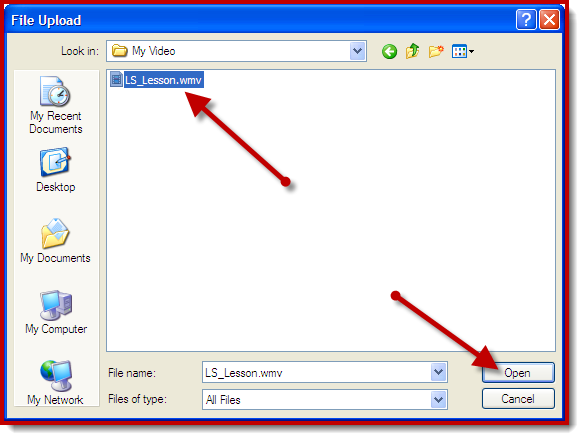
# Inserting video presentation into Google sites

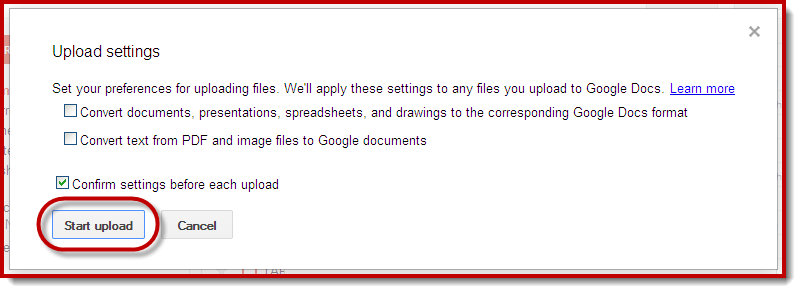
1. You can exit your presentation and get back to your e-portfolio. Click *Document* link on the upper part of your page.



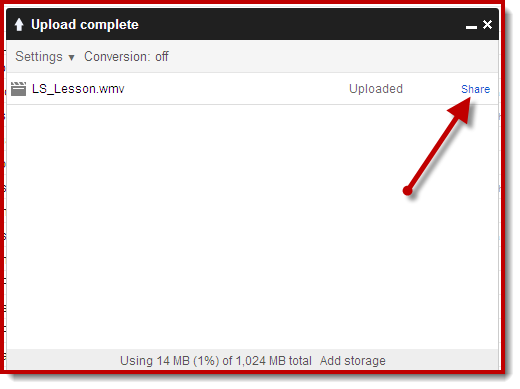
1. Click *Upload*  button and then *Files* option.



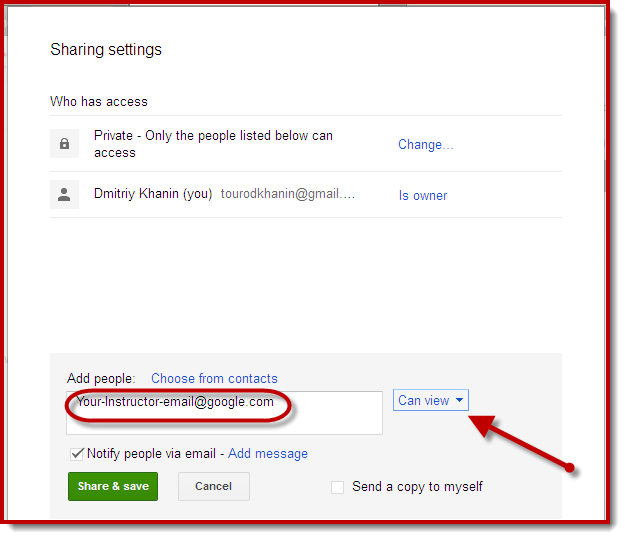
1. Locate you presentation video and click *Open* button
2. Click *Start upload* button. You need provide reasonable amount of time for your video to upload, do not interrupt transmission (upload).



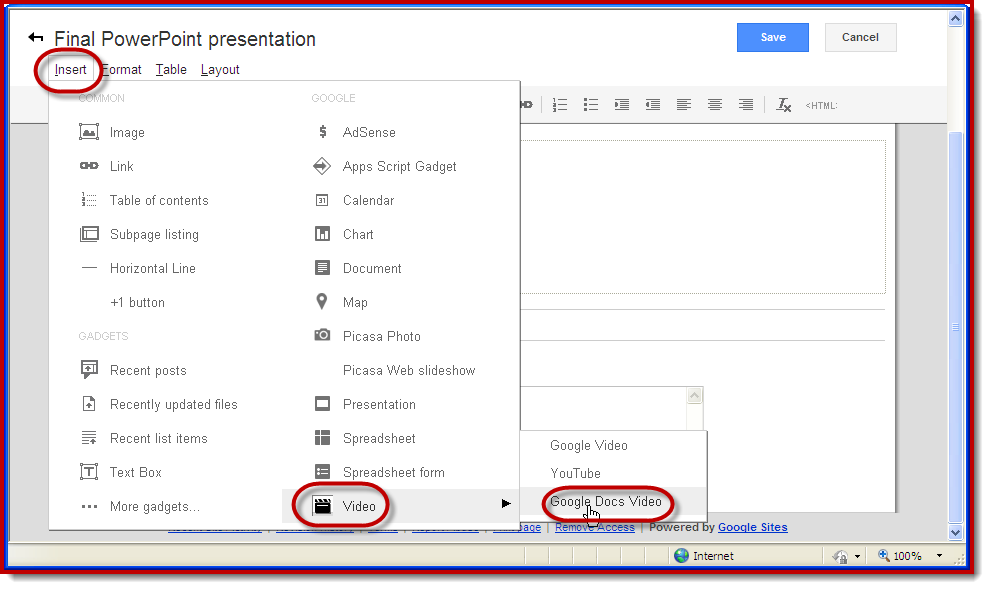
1. Click *Share* button to enter your instructor’s email.



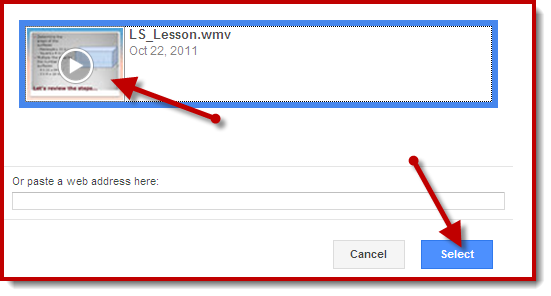
1. Add your instructor’s email in *Add people* box, change sharing option to *Can view*



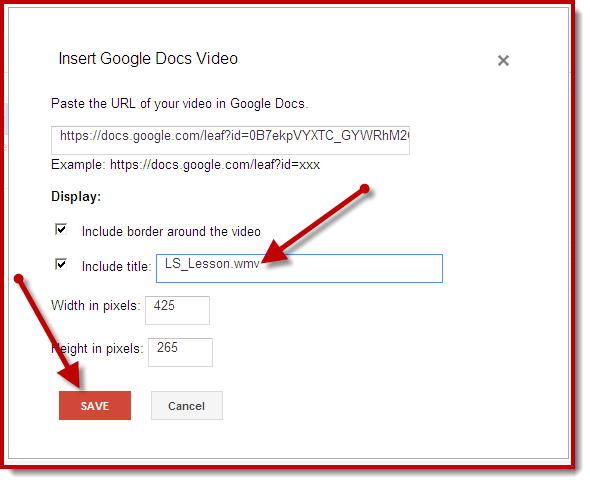
1. Return to you e-portfolio to the page where you would like to insert your presentation. Make sure that you are in the edit mode and click *Insert* button. Then click *Video* 🡪*Google Docs Video*



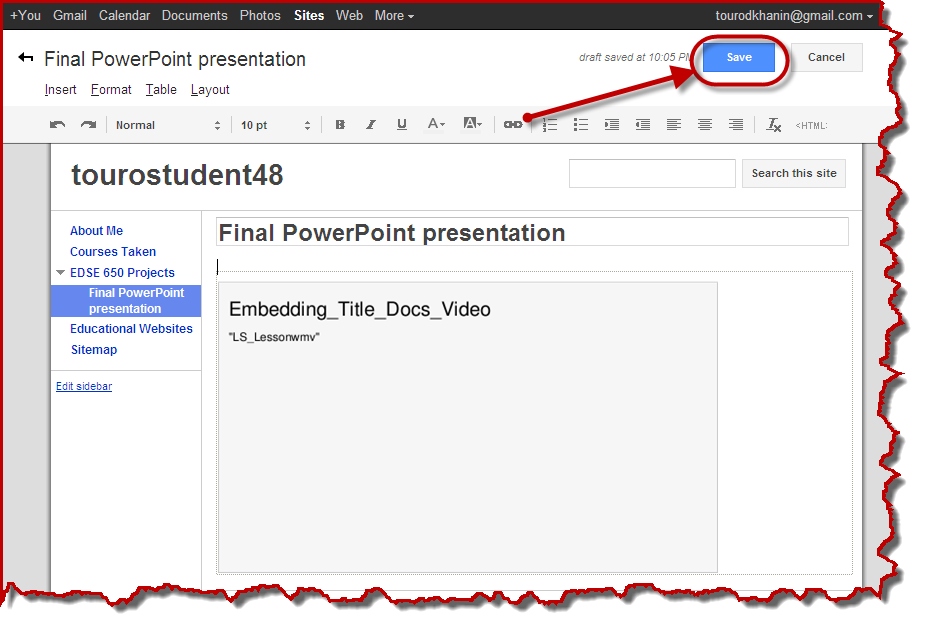
1. Click on your presentation video and click *Select* button.



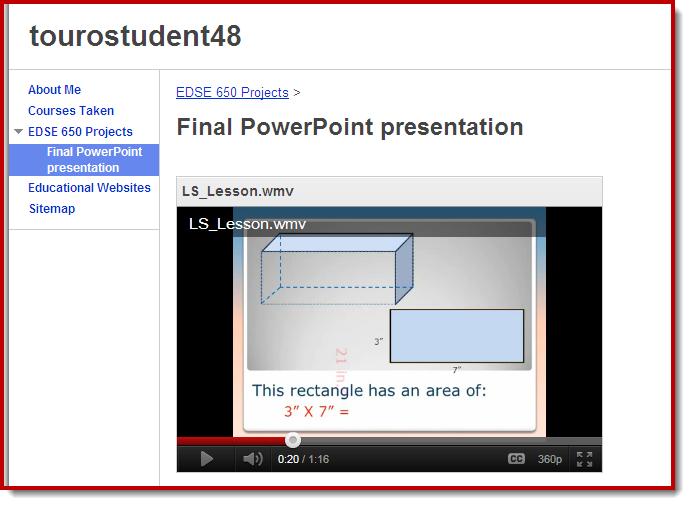
1. Now you can change video title (if necessary) and click *Save* button.



1. Click Save button on your page.



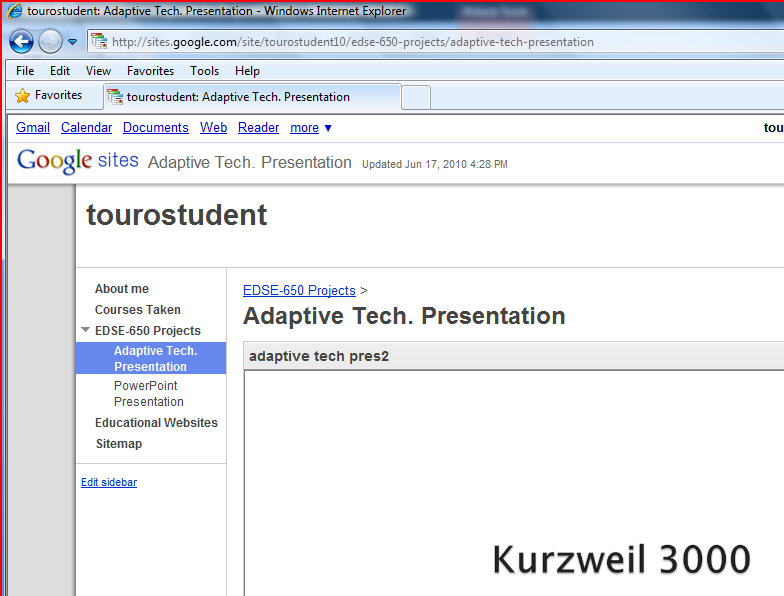
1. Congratulations! Now you should be able to click play button on your video and see your presentation.



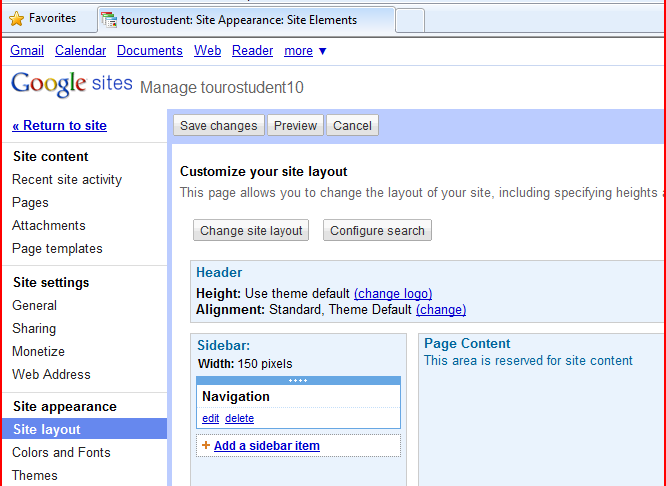
1. **In order to add Assistive Technology Presentation video you need to follow the same steps as for the Final PowerPoint Presentation.**

# Compliance with NYC DOE IAUP ([Internet Acceptable Use Policy](http://schools.nyc.gov/Offices/EnterpriseOperations/DIIT/WebServices/iaup/default.htm))

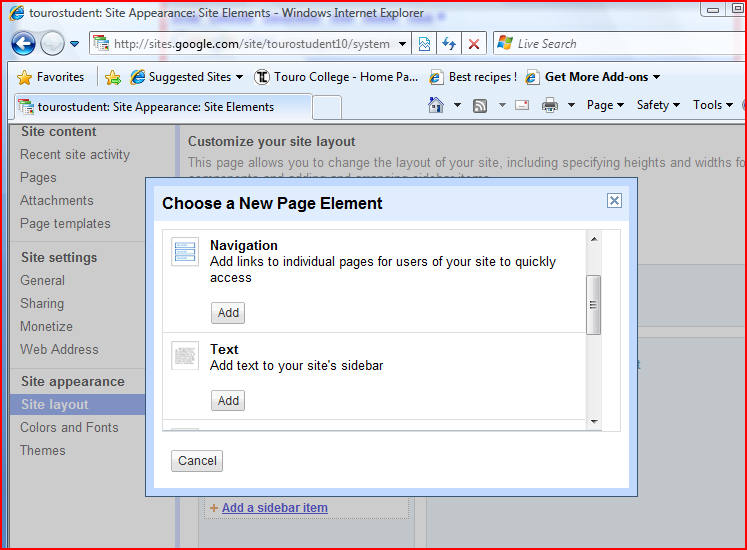
1. In order to comply with the IAUP Please review the NYC DOE IAUP by clicking on this link [Internet Acceptable Use Policy](http://schools.nyc.gov/Offices/EnterpriseOperations/DIIT/WebServices/iaup/default.htm)
2. Check your site and make sure that your site is in accordance with all IAUP rules and regulations. If needed, make the necessary adjustments to your site and follow the steps below to create a note that your site is in accordance with IAUP rules.
3. Click on the *Edit sidebar* link.



1. Click on *Add a sidebar item* link.

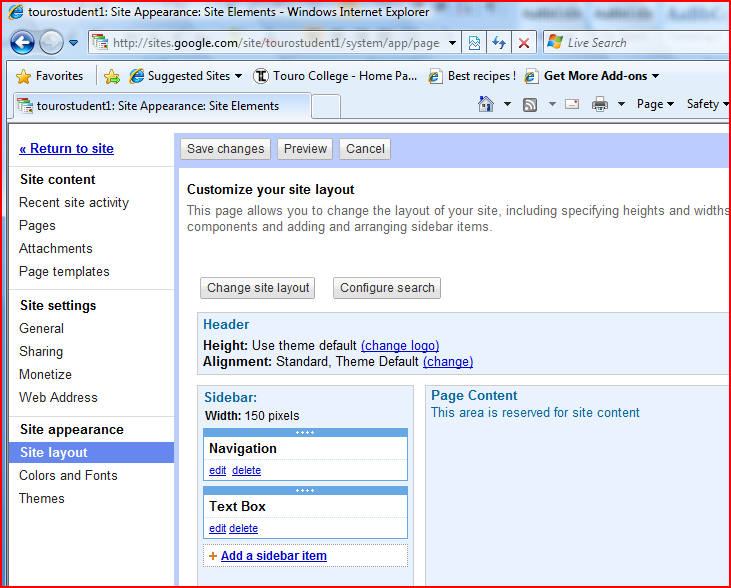


1. Scroll down the items by clicking on the drop down arrow and then click on the *Add* button under the “Text“ item.

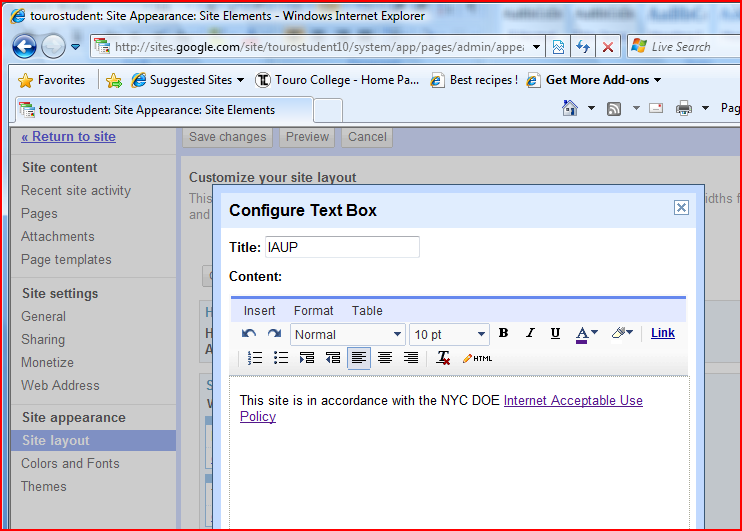


Drop down arrow

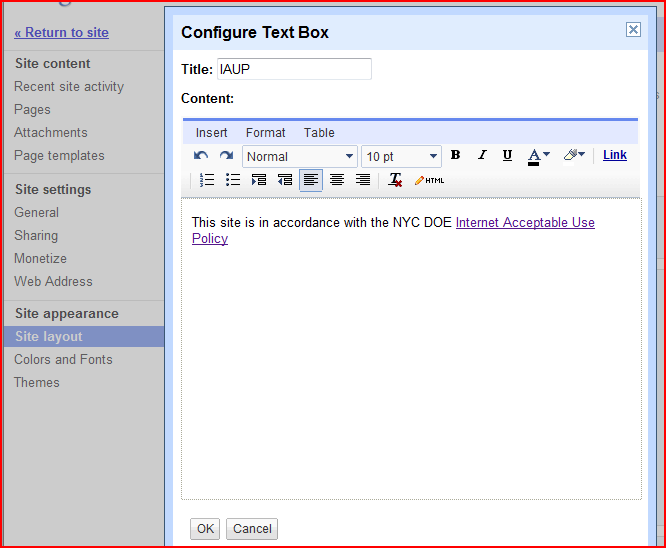
1. Click on the *edit* in the “Text Box” area.



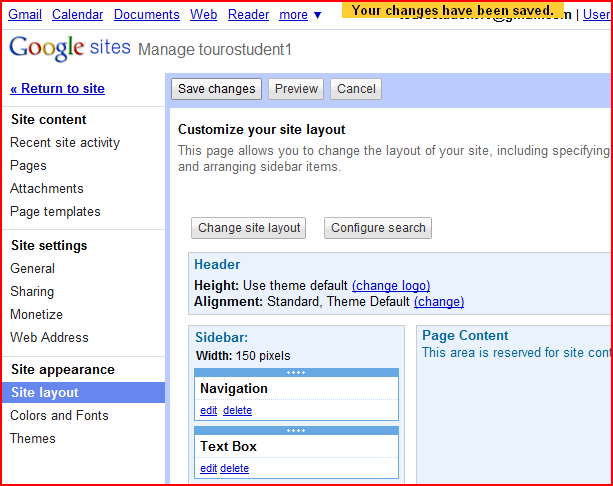
1. Type in “IAUP” in the title text box and “This site is in accordance with the NYC DOE [Internet Acceptable Use Policy](http://schools.nyc.gov/Offices/EnterpriseOperations/DIIT/WebServices/iaup/default.htm)” in the content area.



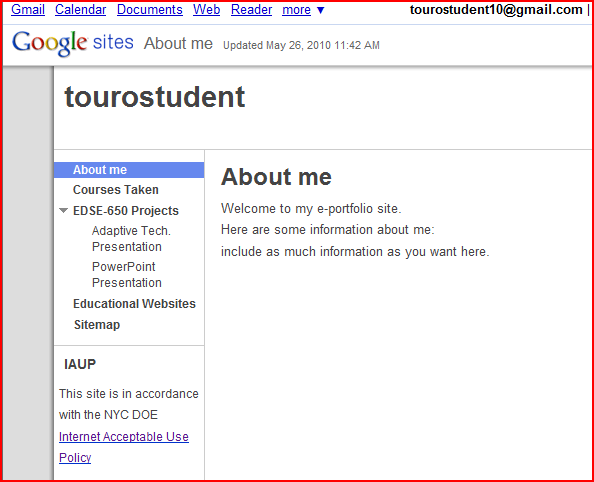
1. Click on the *OK* button.

****

1. Click on the *Save changes* button and then click on the *Return to site* link.



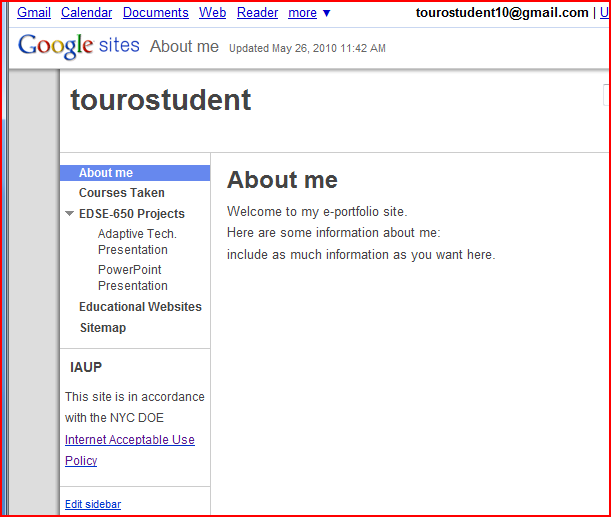
1. You should now see the new text with the IAUP information.



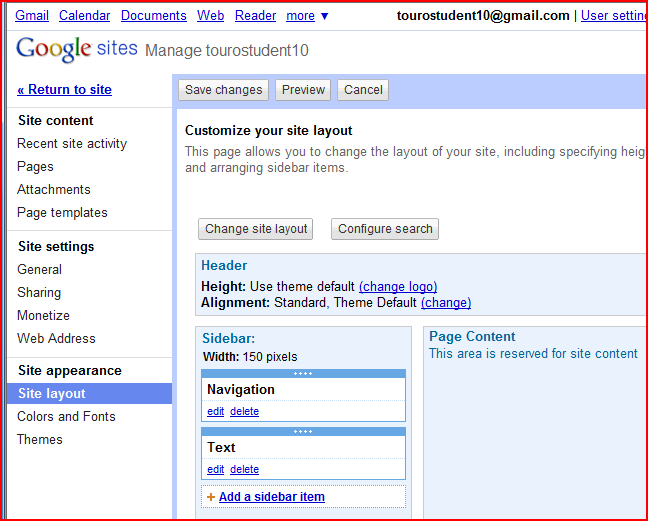
# Optional: Adding your picture as the logo for your site:

*(You must have your picture saved on the computer before you continue)*

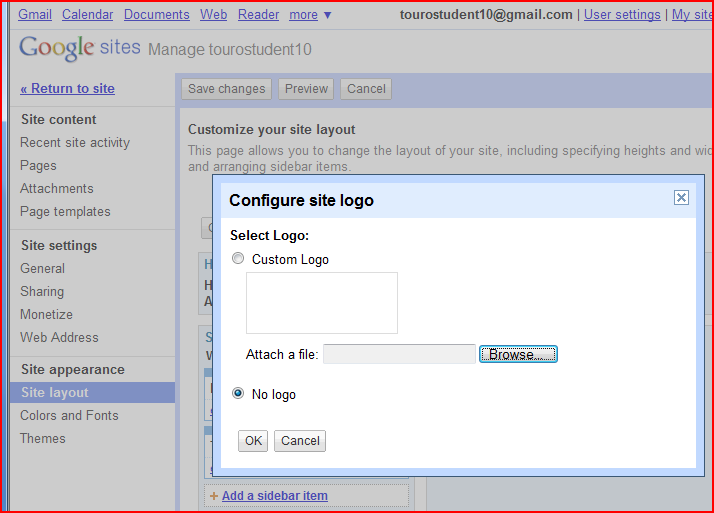
1. Click on the *Edit sidebar* link.



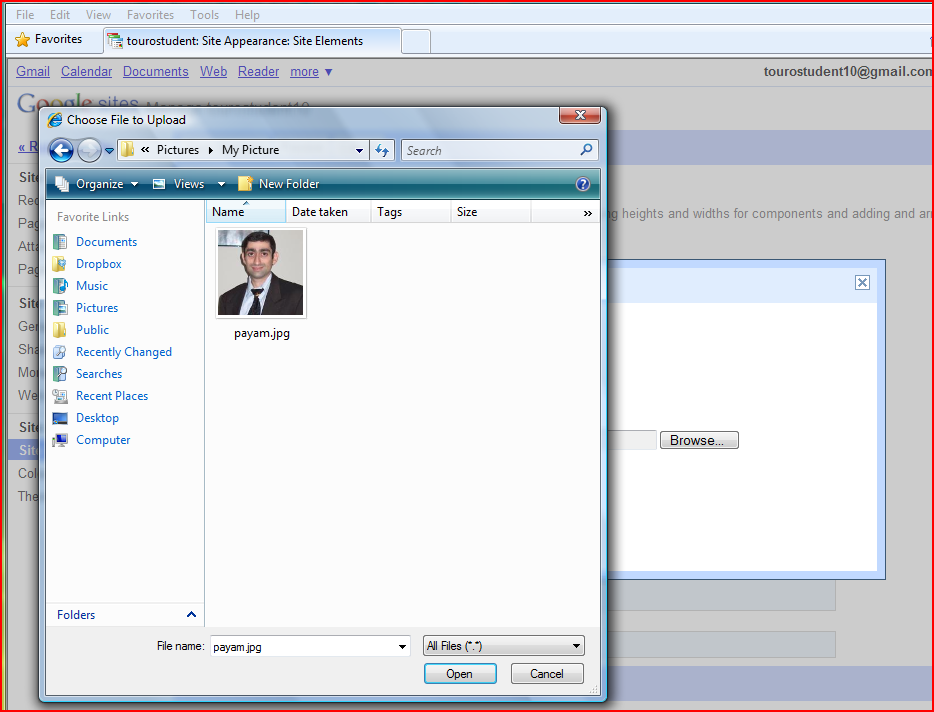
1. Click on the *Change logo* link.



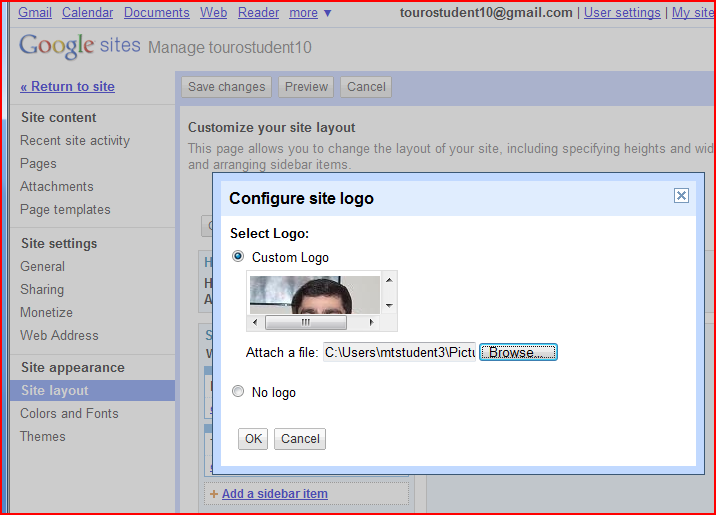
1. Click on the *Browse* Button.



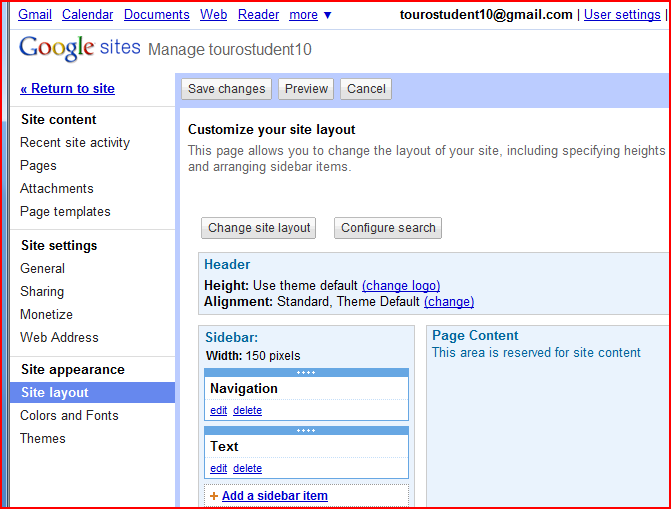
1. Locate your picture, select it and click on the *Open* button.



1. Click on the *OK* button.

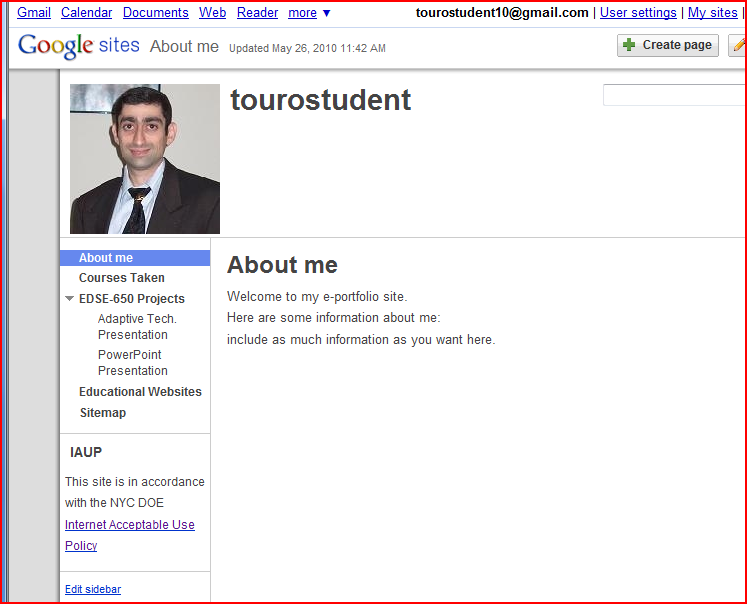


1. Click on the *Save changes* buttonand click on *Return to site* link.

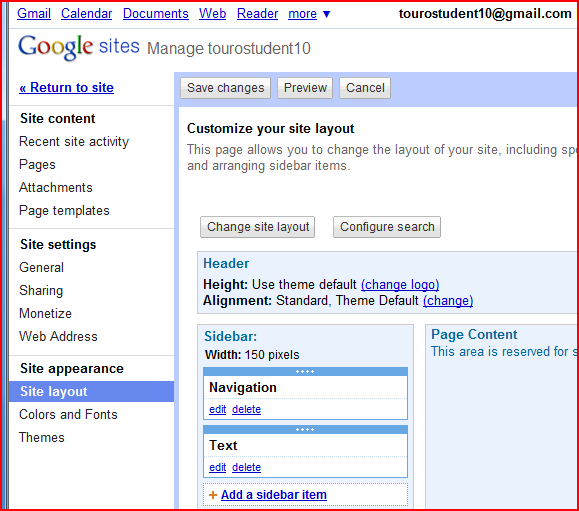


# Optional – Changing the Design theme of your site

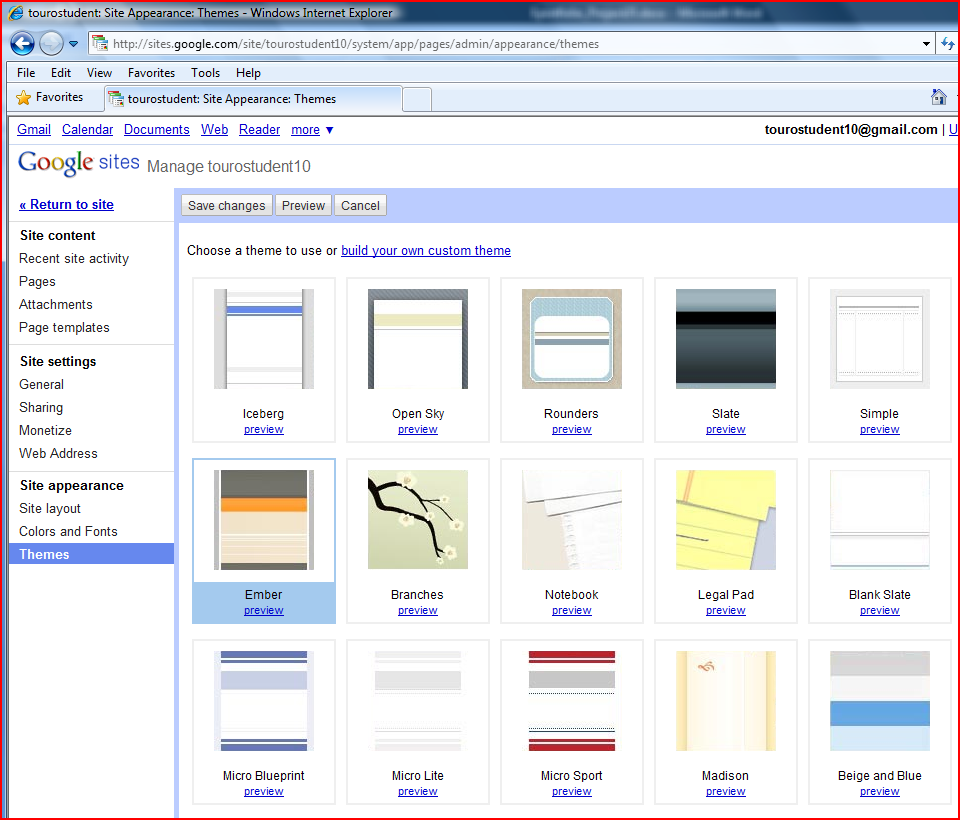
1. Click on the *Edit sidebar* link.



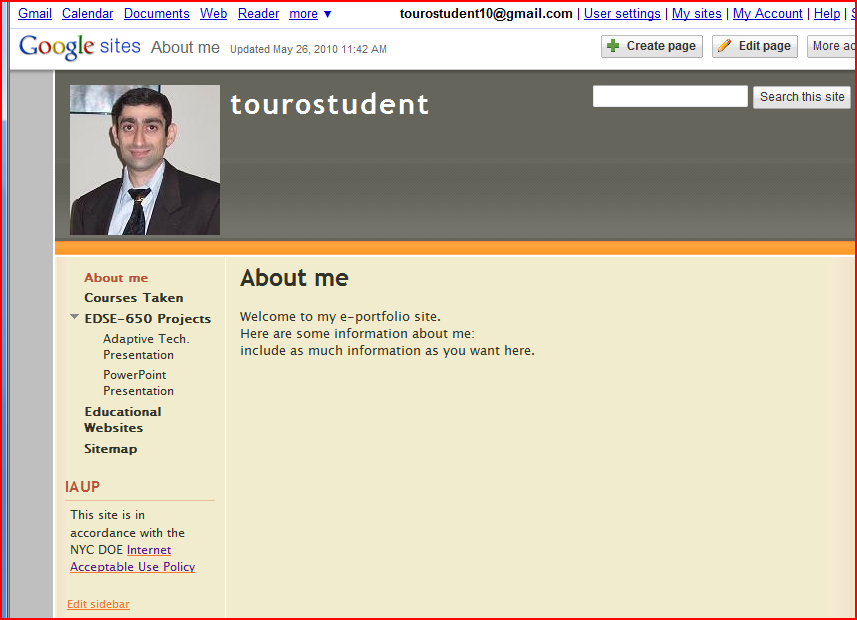
1. Click on the *Themes* link.



1. Click on a desired theme *(Ember design was chosen for this site),* click on *Save Changes* and then click on the *Return to site* button.



1. Click on the links and make sure that they all work.



You can now update your site by adding new content (Documents, PowerPoint presentations, Resumes, etc.) from your other courses.

Your e-portfolio website can be viewed by opening Internet Explorer and typing in either of these 2 addresses:

<http://sites.google.com/site/tourostudent10> or <http://schools.webhop.org/tourostudent10>